



CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

~PASSENGER VEHICLES for HIRE UNIT~

VEHICLE OPERATING PERMIT APPLICATION CHECKLIST

Company Owner or Representative must schedule the appointment. Submit a completed application and the following payments and enclosures. **Incomplete Applications, Documents or Enclosures will not be accepted.**

1. **\$95 Vehicle Operating Permit Fee (New or Renewal) or \$125 Transfer Vehicle Operating Permit Fee (Transfer vehicle to another company) or To Replace a Decal/VOP card is \$45**
2. **Proof of Ownership** (Registration, Title, or Bill of Sale) **FOR NEW TAXI ONLY** in order to receive an MVR314 form for DMV.
3. **Vehicle Operating Permit Application** (completed and signed by all vehicle owner(s) and company operating certificate holder). **Document cannot be over 30 days old.**
4. **Certificate of Liability Insurance** This should reflect the policy number, insurance coverage's, year/make/model, and vehicle identification number (VIN) of your vehicle. You are required to have individual liability insurance only, however, commercial general liability insurance coverage is highly recommended. **The PVH Office address must be listed as the "Certificate Holder". Document cannot be over 30 days old.**
5. **Current Vehicle Registration**
6. **City of Charlotte Taxicab Privilege License (For Taxi ONLY)**. Tax office is located at 700 North Tryon Street, Charlotte, NC (704) 336-6315.
7. Any vehicle owner/co-owner (that is not already a permitted driver) must complete the New Vehicle Owner application process and be approved prior to getting a vehicle permitted.
8. The Certified documents of articles of incorporation, partnership agreement, or association bylaws, **if applicable**.

The PVH office will review your vehicle operating permit application and conduct a background investigation. Your permit will then be approved or denied. If your application is denied, you will also receive a written notification of denial.

Vehicle Operating permits must be renewed annually and can be renewed 30 days prior to expiration.

The Passenger Vehicle for Hire Office conducts all business by appointment ONLY:

Monday through Thursday, 8:00AM – 11:00AM, and 1:00PM – 4:00PM

Friday, 8:00AM – 11:00AM

AJ Weckenman- 704-432-5132; Dee Wallace- 704-432-5130; Jay Mitchell 704-432-5139; KimAnnette Smith 704-432-5140

For additional information go to the PVH web site: <http://charmeck.org/city/charlotte/CMPD/response-areas/SpecialEvents/TaxiandPassengerVehiclesforHire/Pages/default.aspx>

Charlotte-Mecklenburg Police Department ~ 4150 Wilkinson Blvd. ~ Charlotte, NC 28208
(Rev. 01/2017)



CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

~PASSENGER VEHICLES for HIRE UNIT~

VEHICLE OPERATING PERMIT APPLICATION

VEHICLE OWNER:		Driver License No. & State (If not company owned):	Birth Date (If not company owned):	Date:
Owner's Street Address:		City:	State:	Zip: # Years
Work Telephone:		Mobile Telephone:		
COMPANY AFFILIATION:			Company Telephone Number:	

APPLICATION TYPE

Check One:	<input type="radio"/> New	<input type="radio"/> Renewal	<input type="radio"/> Transfer
Check One:	<input type="radio"/> Sole Proprietorship	<input type="radio"/> Partnership	<input type="radio"/> Association <input type="radio"/> Corporation
Check One:	<input type="radio"/> Taxi	<input type="radio"/> Limousine	<input type="radio"/> Limousine-Sedan <input type="radio"/> Shuttle Van <input type="radio"/> Para-Transit <input type="radio"/> Contract

Notes: Operation of a passenger vehicle for hire in the City of Charlotte is governed by Chapter 22 of the Charlotte City Code. Applicants shall read and understand all requirements contained in Chapter 22 prior to applying for a vehicle operating permit. All applications for a Vehicle Operating Permit are to be submitted by the Vehicle Owner and the Company Operating Certificate Holder.

Vehicle Information

Vehicle Year	Vehicle Make	Vehicle Model	VIN (Vehicle Identification Number)	Tag Number and State	Passenger Capacity (Number of seat belts)

Secondary Vehicle Owner Information (If not company owned):

Name:	Street Address :	State:	Zip:	Phone:

Certification and Company Authorization

We, the undersigned applicants, certify that we submit this application in accordance with the provisions reflected in Chapter 22 of the Charlotte Code, the "Passenger Vehicles for Hire" ordinance. We further certify that:
 We are currently in compliance with and will continue to comply with all requirements contained in the Passenger Vehicle for Hire Ordinance.
 All information contained in this application, including all attachments, is true, accurate and complete to the best of our knowledge.
 We understand that submitting false, incomplete, or misleading information in the application is unlawful, and shall be grounds for denial, suspension or revocation of this Vehicle Operating Permit.

VEHICLE OWNER (1)	VEHICLE OWNER (2)
Print Name: _____	Print Name: _____
Signature: _____ Date: _____	Signature: _____ Date: _____

COMPANY OWNER/REPRESENTATIVE

Print Name: _____	Signature: _____	Date: _____
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INTERNAL USE ONLY

<input type="radio"/> Fee <input type="radio"/> Proof of Ownership (For new taxi 314) <input type="radio"/> Completed Application	<input type="radio"/> Certificate of Liability <input type="radio"/> Registration	<input type="radio"/> Taxi Privilege License (Taxi only) <input type="radio"/> Articles of Inc. or Assoc. Bylaws (If required)
Approved/Disapproved Issue Date: _____ Expiration Date: _____		PVH INSPECTOR / DATE

Copies of this checklist, all applications and enclosures are available online at: <http://charmeck.org/city/charlotte/CMPD/response-areas/SpecialEvents/TaxiandPassengerVehiclesforHire/Pages/default.aspx>

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Building Partnerships to Prevent the Next Crime Charlotte-Mecklenburg Police Department – PVH - 4150 Wilkinson Blvd. – Charlotte, NC 28208
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